

RESOLUTION NO. 2000-154

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE TITLE CHANGE OF RISK MANAGER TO MANAGEMENT
ANALYST II, AND FURTHER APPROVE CLASS
SPECIFICATION FOR THE POSITIONS OF MANAGEMENT
ANALYST TRAINEE, I AND II AND SALARY RANGE FOR
MANAGEMENT ANALYST TRAINEE

=====

BE IT RESOLVED, that the Lodi City Council does hereby approve the title change of Risk Manager to Management Analyst II; and

FURTHER RESOLVED, that the City Council does hereby approve the class specification for the positions of Management Analyst Trainee, Management Analyst I and Management Analyst II as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby approves the salary range for Management Analyst Trainee as follows:

S T E P				
A	B	C	D	E
\$2,808.63	\$2,949.07	\$3,096.52	\$3,251.34	\$3,413.91

Dated: August 16, 2000

=====

I hereby certify that Resolution No. 2000-154 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 16, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Land, Nakanishi, Pennino and Mann
(Mayor)

NOES: COUNCIL MEMBERS – Hitchcock

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

August 16, 2000

MANAGEMENT ANALYST TRAINEE
MANAGEMENT ANALYST I
MANAGEMENT ANALYST II

DEFINITION

Provides administrative support for a department; performs research, statistical and other analytical work; and fulfills other assignments in departments such as Administration, Human Resources, Police, Public Works, and other areas.

DISTINGUISHING CHARACTERISTICS

Management Analyst Trainee - This is the trainee level class in the Management Analyst series. This is a flexibly staffed class series in that trainee level positions are required to progress to the higher levels with training, experience, acquisition of bachelor's degree, and satisfactory performance, within specified time frames. This class is distinguished from the Management Analyst I by performance of the more routine tasks and duties assigned to positions within the series. Since this is used as a training class, employees may have only limited related work experience.

Management Analyst I - This class is the entry level class in the Management Analyst series. Positions in this class are distinguished from the trainee in that they generally have more working experience, are able to perform a broader range of more technically complex tasks, and work with less supervision. This class is distinguished from the Management Analyst II by having less work experience and not yet possessing the ability to perform the full range of technically complex tasks required. Positions in this class are flexibly staffed and can be filled by advancement from the Trainee.

Management Analyst II - This is the full journey level professional class in the Management Analyst series. Employees in this class are distinguished from the Management Analyst I by performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. Positions in this class are flexibly staffed and are normally filled by advancement from the I, or when filled from the outside, require prior work experience directly related to the area of assignment.

EXAMPLES OF DUTIES

Management Analysts perform a broad range of duties, including specialized duties specifically related to the unique functions and services delivered by the departments to which they are assigned. Duties may include, but are not limited to the following:

Generalist Duties

- Investigates, analyzes, develops, and prepares special studies or projects as requested;

Generalist Duties (cont.)

- Researches special issues, problems and procedures; prepares reports regarding special projects, problems and requests;
- Compiles data and assists in the development of policies, procedures, staffing and organizational changes; assists in the implementation of new and revised programs, procedures and methods of operation;
- Evaluates operations and activities of assigned responsibilities; recommends goals and objectives; recommends improvements and modifications; prepares reports on operations and activities;
- Reviews administrative practices and makes recommendations for improvements;
- Collects data and prepares monthly departmental activity reports;
- Provides economic and statistical analysis; presents oral and written reports;
- Assists in the preparation and review of all division operating, multi-year, and capital improvement budgets;
- Ensures compliance of department functions with pertinent laws, regulations and ordinances;
- Answers questions and provides information to the public, outside agencies and City staff; investigates complaints and recommends corrective action to resolve complaints;
- Reviews and recommends training for departmental personnel;
- Performs other related duties as required.
- Research and prepare grant applications including monitoring existing programs for compliance with regulations.

If assigned to Human Resources

- Develops and implements recruitment and selection programs to obtain qualified candidates, especially from targeted groups;
- Develops and administers job-related selection procedures, including application reviews, written and performance exams, and interview and assessment techniques; establishes eligibility lists;
- Interviews candidates and chairs qualifications appraisal panels;
- Writes classification specifications, examination documentation, and other reports as assigned;
- Collects compensation and benefits data and prepares analyses and reports; provides compensation, benefits and other information to other agencies;
- Develops and coordinates employee development efforts and City wide training activities;
- Performs job audits and analyses of individual positions, classes and series of classes;
- Provides information and interpretation regarding City personnel rules, regulations and procedures;
- May be assigned other duties in other Human Resources functional areas.

MINIMUM QUALIFICATIONS

Management Analyst Trainee

Knowledge of:

- Principles and practices of organization, administration, and personnel management;
- Modern office procedures, methods and computer equipment;
- Statistical methods and methods of graphic presentation.

Ability to:

- Learn the processes and structure of the City and the department assigned;
- Learn applicable Federal, State, and local laws, codes and regulations;
- Analyze facts and make sound recommendations;
- Communicate clearly and concisely, both orally and in writing;
- Work with and control sensitive, confidential information;
- Use and operate a personal computer, software and peripheral equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Persons entering this position are required to be currently enrolled in an accredited college or university, and within 24 months of appointment must obtain a Bachelor's degree. Failure to obtain the degree, or sufficiently progress toward obtaining the degree, may result in separation of employment.

Experience:

- Six months of administrative or analytical experience in a public agency.

Management Analyst I

In addition to the requirements of Management Analyst Trainee:

Knowledge of:

- Principles and practices of budget preparation and administration;
- Principles and procedures of financial record keeping and reporting;
- Technical report writing procedures and grant proposal development.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Plan, initiate and complete work assignments with a minimum of direction;
- Prepare completed staff work for oral and written communications;
- Estimate and project revenues and expenditures.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university.

Experience:

- None

Management Analyst II

In addition to the requirements of Management Analyst I:

Knowledge of:

- Processes and structure of the City and the department assigned;
- Applicable Federal, State, local laws, codes and regulations;
- Principles of accounting in a municipal government.

Ability to:

- Identify and respond to public and City Council issues and concerns;
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university.

Experience:

- Two years of increasingly responsible administrative and analytical experience in a public agency.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.